

OFFICE OF THE ADJUTANT GENERAL
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6111 OR DSN: 496-6111

POSITION VACANCY ANNOUNCEMENT 04-35A

OPEN DATE: 22 DEC 03

CLOSE DATE: 21 JAN 04

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: AIR NATIONAL GUARD RECRUITER (2 POSITIONS TO BE FILLED)

HIGHEST GRADE AUTH: TSGT (E-6) MINIMUM GRADE REQUIRED: SGT (E-4)

ORGANIZATION AND LOCATION: 175th WING, MDANG, Warfield ANGB, Middle River, Maryland 21220

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP (NATIONWIDE ANNOUNCEMENT) IN THE GRADE OF E-4 THRU E-6.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR
2. Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
3. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
4. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Weight Management Program is ineligible for entry into AGR status.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. **Entry-level Production Recruiters must be in the rank of E-4 thru E-6.**
7. **Recruiting tours will begin after successful completion of the mandatory Recruiting Course.**
8. **Knowledge of the organization, mission, policies and history of the Air National Guard is required.**
9. **Must possess a high school diploma or general educational equivalency certificate (GED).**
10. **Must possess a high moral character and integrity.**
11. **Must be meticulous in dress, personal appearance, and speech.**
12. **Knowledge of computer programs such as Microsoft Office is desirable.**

BRIEF OF DUTIES AND RESPONSIBILITIES

Organizes and conducts programs to provide The Adjutant General and Maryland Air National Guard Commanders with quality personnel resources to fill Air National Guard critical positions and all authorized unit military personnel management roster positions. Assist units in meeting mission readiness and force management goals to include diversity goals. Recruiters are expected to perform duty during non-traditional hours, often exceeding the 40-hour workweek, to include evenings, weekends and holidays, to meet strength objectives, this is in accordance with Air National Guard directives. Fully supports Maryland National Guard Community Relations Programs.

AFSC

Special Duty Identifier (SDI): 8R000. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFMAN 36-2108, Enlisted Classification. ***For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5 level exists) in any AFSC is mandatory.***

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 4 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).

APPLICATION PROCEDURES / REQUIRED DOCUMENTS
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1. NGB Form 34-1, Signed, dated and annotated job number and profile verification statement with Military Personnel Records Review RIP Attached
2. Medical Certification for Temporary AGR Personnel
3. **INITIAL ENTRY ONLY:**
All DD Form 214's
4. Forward application and attachments to: Office *of The Adjutant General*
ATTN: MDARNG-HRO-AGR
MSG Marie Plummer
Fifth Regiment Armory
Baltimore, MD 21201-2288
5. Application screening will be made without regard to race, religion, color, gender, or national origin.
6. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
7. Selection criteria is based on military education, experience in career management field, source of AFSC, civilian education and experience related to the position.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. Applications submitted without ALL of the above documentation WILL BE RETURNED to the applicant.